

Amended Petition

The filing of an amended petition requires the Amended Petition Pages and the Certificate of Service showing service on all interested parties and creditors in the case.

Step 1. Click on **Bankruptcy** on the ECF Main Menu Bar.

Step 2. Click on **Miscellaneous**.

Step 3. The **Case Number** screen displays.

☐ Insert the case number using the YY-NNNNN format.

☐ Click **Next**.

STEP 4. Select **Amended Petition** from the drop-down list.

☐ Click **Next**.

STEP 5. Select the party filer(s)

☐ Click **Next**.

STEP 6. Answer the question: Have all the creditors and interested parties been served?

☐ If **No** is selected, you will receive a warning that all creditors and interested parties must be served and the certificate of service attached to the amended petition. You can not continue with the docket event until all parties have been served.

☐ If **Yes** is selected you will receive the prompt: This petition is amended as to what? Select the appropriate box. Select only one box. If the **Other** box is selected, skip to **STEP 10**.

☐ Click **Next**.

STEP 7. If **Other names used by debtor or joint debtor** was selected, enter the number of akas to add.

☐ Click **Next**.

- STEP 8.** Enter the aka/aliases as needed.
- ☐ Click **Next**.
- STEP 9.** Verify the name is correct. If not, return to **Bankruptcy** and start again from STEP 1. If name aka/alias is correct:
- ☐ Click **Next** twice.
 - ☐ Continue with **STEP 11**.
- STEP 10.** If **Other** was checked in **STEP 6**, add the requested information to the text box after **Amended as to**.
- ☐ Click **Next**.
- STEP 11.** The PDF attachment screen displays.
- ☐ Verify that the initial petition is checked.
 - ☐ Click **Browse** to select the appropriate PDF to attach.
 - ☐ Click **Next**.
- STEP 12.** The **Docket Text: Modify as Appropriate** screen displays.
- ☐ Select any modifier, if appropriate, from the drop-down list.
 - ☐ Confirm the docket text is correct.
 - ☐ Click **Next**.
- STEP 13.** The **Docket Text: Final Text** screen displays.
- ☐ Confirm the docket text is correct.
 - ☐ Click **Next**
- STEP 14.** The **Notice of Electronic Filing** screen displays.